

# Town of Elsmere Parade / Special Event Permit

## Person Requesting the Permit:

Name of the person requesting the permit: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Purpose of the parade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parade Chairman or Responsible Party:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of the Parade: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

The route to be traveled, the starting point and termination point.

The approximate number of people, animals, vehicles that will participate and a description of the vehicles and type of animals.

The location by streets of any assembly areas:
List the time units of the parade will begin to assemble:
The interval of space to be maintained between units participating in the parade.
List any special circumstance which demonstrates good cause for expedited action by the Town Council.

Please review the attached copy of Chapter 148 of the Code of The Town of Elsmere very carefully. Use additional sheets to attach any information which may be required to be submitted based upon your specific plans for the parade. Applications will not be forwarded to the Town Council until they are complete.

Date of this application: \_\_\_\_\_

Signature of the person making application: \_\_\_\_\_

Application Fee of \$25.00 received by: \_\_\_\_\_

Person receiving the application: \_\_\_\_\_

Received by the Town Manager on: \_\_\_\_\_

Received by the Chief of Police on: \_\_\_\_\_

Reviewed by the Mayor & Council on: \_\_\_\_\_

Council's Decision: \_\_\_\_\_

Date the actual permit was issued: \_\_\_\_\_

**NOTICE:**

**THIS APPLICATION MUST BE FILED WITH THE TOWN MANAGER NOT LESS THAN 14 DAYS NOR MORE THAN 30 DAYS PRIOR TO THE DATE ON WHICH THE PARADE IS PROPOSED TO BE CONDUCTED.**